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JUL 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing on Placement Division/Office of Personnel

21 June 1968 - 1505 Hours

1. Present were Messrs. Bannerman, [redacted]

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2. [redacted] noted that the professional input target for FY 1968 was only 77 less than the actual input figure of FY 1967. The recruiters produced an abundance of well-qualified applicants for almost all categories of employment. However, the customer offices did not pick up the people they will need and put them in process. The result will be that over the long term some offices will find themselves short of qualified professionals ready to enter on duty when the office recognizes its problem. [redacted] presented the following statistics on professionals:

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	<u>FY 1967 - through May 31</u>	<u>FY 1968 - through May 31</u>
Initiations -		
Cumulative	2,418	1,611
EOD's	[redacted]	
Separations	502	606
In Process	1,130	801

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Fifty-nine fully cleared professional candidates were cancelled out during the period December to June 1968 because adequate positions could not be found for them after the original office cancelled its interest. Twenty-three of these 59 cases were Career Trainee applicants.

It was also interesting to note that during this period when very few professional employees entered on duty, 157 Agency employees moved from non-professional to professional categories, or 22% of the total professional input. [redacted] said that the Clandestine Services are tightening up on this procedure.

3. The skills bank has been an effective procedure when customers are clamoring for available people; it is not effective when supply greatly exceeds demand. In this latter instance the Placement Division must actively push cases.

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4. [redacted] feels strongly that once an applicant is in process this should be regarded by both the Agency and the applicant as a firm commitment, and neither party should cancel out its interest. This is especially important when it comes down to cases such as the 59 mentioned above; such last minute cancellations by the Agency can only result in a poor public image for the Agency.

5. Although the Office of Personnel is making strides in refining Agency requirements, a method is still required to determine the quantity and "mix" that should be in process at any given time. [redacted] is also convinced that the control of employee input to the Agency must be in the in-process figure as developed for any given date during the fiscal year cycle.

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6. The briefing adjourned at 1535 hours.



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Special Assistant to the  
Deputy Director for Support

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